

# **RPMS Behavioral Health System**

## **Advanced Reports and Manager Utilities**

### **Intended Audience**

This course is designed for Behavioral Health program clinical or administrative managers using the behavioral health RPMS applications. It will focus on the Reports and Manager Utilities modules of BHS v3.0 and is intended to provide the knowledge and skills needed to:

- establish application site parameters
- generate reports for internal and external use
- export data to IHS National Programs

Additionally, this course will introduce students to the RPMS Clinical Reporting System (CRS; previously known as GPRA +), PCC Management Reports and the Indian Health Performance Evaluation System (IHPES) web-based data mart.

### **Objectives**

Upon completion of this course, participants will be able to:

1. Identify the appropriate site parameters and/or security keys and adjust them to control:
  - a. The type of behavioral health data passed to PCC (PCC Link Options).
  - b. The ability of behavioral staff to view records.
  - c. The ability to delete records.
2. Update tables of local service sites and personal history factors.
3. Display a log of when and by whom records have been edited.
4. Perform monthly exports and correctly identify which records can be corrected and by whom.
5. Access the Indian Health Performance Evaluation System (IHPES) to view aggregate facility, service unit, area, and national exported behavioral health data.
6. Understand the importance of standardized clinical data entry.
7. Use options to:
  - a. Display or browse visit records for a client.
  - b. Display or change lists of clients for designated providers.
  - c. Display or print lists of No Show visits for clients.
  - d. Display or print a list of Staging Reports for a client.
8. Select and run behavioral health reports for client and program management. Export data from these reports to an Excel file.
9. Use QMan and selected PCC Management Reports to generate PCC-related information on behavioral health clients or behavioral health program activities.
10. Identify five GPRA indicators for which behavioral health staff can provide documentation:
  - a. Intimate Partner/Domestic Violence Screening.
  - b. Depression/Anxiety Screening for At Risk Patients
  - c. Suicide data
  - d. Screening for alcohol use in prenatal patients (FAS prevention.)
  - e. Screening for tobacco use and tobacco cessation.

# Agenda

\* Indicates Hands-on Exercise

## Day 1

8:30 – 8:45 Introductions and Course Logistics

8:45 – 10:00 Review of Manager Utilities

- Editing Site Parameters
- Table of Local Service Sites
- Table of personal history factors
- Log of Edited Record
- Exports
- Correction of Exports\*

10:00 – 10:15 Break

10:15 – 11:00 IHPES Demonstration and Discussion: Where does the exported data go?

11:00 – 12:00 GPRA Indicators and the role of Behavioral Health Programs  
Introduction to Clinical Reporting System (CRS)

- IPV/DV Screening
- Suicide Data
- Alcohol Screening (FAS Prevention)
- Depression Screening for At Risk Patients
- Tobacco Use Screening and Cessation

Documentation of clinical activities related to GPRA Indicators\*

12:00 – 1:00 Lunch

1:00 – 1:30 Review “Display Record Options”\*

- BV Browse a Patient's Visits
- LD List all Visit Dates for One Patient
- NS List NO SHOW Visits for One Patient
- SR Staging Report for One Patient

1:30 – 2:15 Overview of Behavioral Health Reports – How to use GEN option.

2:15 – 2:30 Break

2:30 – 4:30 Independent Report Exercises\*

## Day 2

8:30 – 9:00 Questions and Review of Behavioral Health Report Exercises

9:00 – 10:00 Exporting Report Data to Excel\*

10:00 – 10:15 Break

10:15 – 11:00 Overview of QMan

11:00 – 12:00 Independent QMan Exercises\*

12:00 – 1:00 Lunch

1:00 – 2:15 Review of QMan Exercises and Apply QMan templates to BHS Reports

2:15 – 2:30 Break

2:30 – 3:30 Overview of PCC Management Reports

3:30 – 4:00 Independent PCC Management Reports Exercises\*

4:00 – 4:30 Questions and Course Evaluation